



Foreign Affairs Manual

3 FAM – Personnel

Change Transmittal: PER-678

Date: June 22, 2012

3 FAM “OFFICE OF ORIGIN” CHANGES

Changes

1. This Change Transmittal issues “office of origin” administrative changes to the subchapters listed below. All of the subchapters but one (a graphic image) have been formatted in the new template, which may have required some format alteration without changing the substance of the text. The listed subchapters also show the last transmittal letter/change transmittal number and date in parentheses:

3 FAM 1110, PERSONNEL ADMINISTRATION AUTHORITY,
REGULATIONS, AND PROCEDURES (CT:PER-538; 05-11-2005);

3 FAM 1210, PERSONNEL POLICY (CT:PER-658; 11-16-2011);

3 FAM 1220, PROGRAM OBJECTIVES (CT:PER-658; 11-16-2011);

3 FAM 1300 APPENDIX A, NEPOTISM—OLD 3 FAM 142.6-2 (CT:PER-613;
07-21-2009);

3 FAM 1310, RESPONSIBILITIES FOR PERSONNEL ADMINISTRATION
(CT:PER-649; 08-11-2011);

3 FAM 1320, THE BOARD OF THE FOREIGN SERVICE (CT:PER-660; 11-
22-2011);

3 FAM 1330, CUSTOMER TREATMENT (TL:PER-292; 9-15-95);

3 FAM 1420, TRANSFER OF OFFICE (TL:PER-275; 7-6-95);

3 FAM 1510, EEO—GENERAL (CT:PER-635; 03-01-2011);

3 FAM 1610, DOMESTIC PARTNERS (CT:PER-615; 07-30-2009);

3 FAM 1810, FAMILY ADVOCACY PROGRAM (CHILD ABUSE, CHILD
NEGLECT, AND DOMESTIC VIOLENCE) (CT:PER-668; 02-28-2012);

3 FAM 1910, MEDICAL EXAMINATION AND CLEARANCE (CT:PER-653;
10-07-2011);

3 FAM 2110, DRUG FREE WORKPLACE PROGRAM (TL:PER-243; 3-17-
95);

- 3 FAM 2210, APPOINTMENTS (CT:PER-619; 10-01-2009);
- 3 FAM 2220, PERSONNEL SECURITY (TL:PER-262; 4-24-95);
- 3 FAM 2240, FOREIGN SERVICE OFFICER CAREER CANDIDATE PROGRAM (TL:PER-397; 04-06-2001);
- 3 FAM 2250, FOREIGN SERVICE SPECIALIST CAREER CANDIDATE PROGRAM (TL:PER-479; 08-13-2003);
- 3 FAM 2260, THE SENIOR FOREIGN SERVICE OFFICER CAREER CANDIDATE PROGRAM (TL:PER-295; 10-18-1995);
- 3 FAM 2290, LIMITED NONCAREER APPOINTMENTS UNDER SECTION 303 OF THE FOREIGN SERVICE ACT (CT:PER-607; 01-15-2009);
- 3 FAM 2320, PROMOTION OF MEMBERS OF THE FOREIGN SERVICE (TL:PER-360; 06-10-1998);
- 3 FAM 2330, HOURS OF WORK (TL:PER-475; 08-06-2003);
- 3 FAM 2410, ASSIGNMENTS AND DETAILS (TL:PER-317; 06-03-1996);
- 3 FAM 2430, COMMISSIONS, TITLES, AND RANK (CT:PER-570; 09-27-2005);
- 3 FAM 2440, CURTAILMENT (TL:PER-350; 04-14-1998);
- 3 FAM 2510, SEPARATION (TL:PER-252; 4-10-95);
- 3 FAM 2520, TERMINATION OF CERTAIN FOREIGN SERVICE APPOINTMENTS (TL:PER-475; 08-06-2003);
- 3 FAM 2540, REDUCTION-IN-FORCE (RIF) PROCEDURES FOR THE SENIOR EXECUTIVE SERVICE (SES) (CT:PER-643; 06-23-2011);
- 3 FAM 2560, MILITARY FURLOUGH AND SEPARATION FOR MILITARY SERVICE (CT:PER-643; 06-23-2011);
- 3 FAM 2570, FURLOUGHS (TL:PER-286; 08-18-1995);
- 3 FAM 2620, FOREIGN SERVICE SKILL CODE SYSTEM (TL:PER-476; 08-08-2003);
- 3 FAM 2760, CAREER SENIOR EXECUTIVE SERVICE (SES) SABBATICAL PROGRAM (CT:PER-675; 04-27-2012);
- 3 FAM 2810, PERSONNEL EVALUATION (TL:PER-479; 08-13-2003);
- 3 FAM 2820, PERFORMANCE APPRAISAL SYSTEM FOR GENERAL SCHEDULE SENIOR LEVEL, AND PREVAILING RATE EMPLOYEES (TL:PER-419; 09-24-2001);
- 3 FAM 2830, PERFORMANCE APPRAISAL PLAN FOR THE SENIOR EXECUTIVE SERVICE (TL:PER-245; 4-3-95);
- 3 FAM 2850, SFS RECERTIFICATION PROGRAM (TL:PER-248; 4-10-95);
- 3 FAM 3110, PAY LIMITATIONS (TL:PER-291; 09-15-1995);
- 3 FAM 3120, FOREIGN SERVICE AND CIVIL SERVICE SALARIES (CT:PER-672; 04-26-2012);

- 3 FAM 3180, RECRUITMENT AND RELOCATION BONUSES AND RETENTION ALLOWANCES (CT:PER-643; 06-23-2011);
- 3 FAM 3190, PRE-EMPLOYMENT INTERVIEW EXPENSES AND RELOCATION EXPENSES FOR NEW APPOINTEES AND TRANSFEREES (CT:PER-643; 06-23-2011);
- 3 FAM 3210, GENERAL INFORMATION (CT:PER-545; 06-15-2005);
- 3 FAM 3220, LIVING QUARTERS ALLOWANCE (TL:PER-259; 4-24-1995);
- 3 FAM 3230, COST-OF-LIVING ALLOWANCES (CT:PER-623; 11-16-2009);
- 3 FAM 3240, REPRESENTATION ALLOWANCES (CT:PER-629; 11-09-2010);
- 3 FAM 3250, OFFICIAL RESIDENCE EXPENSES (CT:PER-585; 01-25-2006);
- 3 FAM 3260, DIFFERENTIALS (TL:PER-445; 06-18-2002);
- 3 FAM 3270, DANGER PAY ALLOWANCE (CT:PER-532; 05-02-2005);
- 3 FAM 3280, ADVANCE OF PAY UPON ASSIGNMENT TO A POST IN A FOREIGN AREA (TL:PER-259; 04-24-1995);
- 3 FAM 3290, PHYSICIANS COMPARABILITY ALLOWANCES (TL:PER-493; 12-30-2003);
- 3 FAM 3310, LEAVE (CT:PER-522; 03-23-2005);
- 3 FAM 3320, OFFICERS EXEMPTED FROM LEAVE ACT (CT:PER-523; 03-24-2005);
- 3 FAM 3330, DISPOSITION OF LEAVE BALANCES (CT:PER-525; 03-29-2005);
- 3 FAM 3340, VOLUNTARY LEAVE TRANSFER PROGRAM (TL:PER-480; 08-14-2003);
- 3 FAM 3350, LEAVE AND REASSIGNMENT OF DUTIES FOR MATERNITY AND PATERNITY REASONS (TL:PER-554; 06-29-2005);
- 3 FAM 3360, EMERGENCY LEAVE TRANSFER PROGRAM (CT:PER-521; 03-23-2005);
- 3 FAM 3410, ANNUAL LEAVE (CT:PER-583; 10-26-2005);
- 3 FAM 3430, HOME LEAVE (CT:PER-617; 09-17-2009);
- 3 FAM 3440, MILITARY LEAVE (TL:PER-429; 11-07-2001);
- 3 FAM 3450, COURT LEAVE (CT:PER-598; 06-19-2007);
- 3 FAM 3460, OTHER PAID LEAVE (CT:PER-606; 11-14-2008);
- 3 FAM 3510, LEAVE WITHOUT PAY (LWOP) (CT:PER-643; 06-23-2011);
- 3 FAM 3520, ABSENCE WITHOUT OFFICIAL LEAVE (AWOL) (CT:PER-646; 07-22-2011);

- 3 FAM 3530, THE FAMILY AND MEDICAL LEAVE ACT OF 1993 (FMLA) (TL:PER-474; 06-06-2003);
- 3 FAM 3610, FEDERAL EMPLOYEES HEALTH BENEFITS PROGRAM, LONG-TERM CARE INSURANCE, AND FLEXIBLE SPENDING ACCOUNTS (CT:PER-663; 01-11-2012);
- 3 FAM 3620, FEDERAL EMPLOYEES GROUP LIFE INSURANCE (FEGLI) PROGRAM (CT:PER-652; 09-12-2011);
- 3 FAM 3630, WORKERS' COMPENSATION PROGRAM (CT:PER-633; 01-13-2011);
- 3 FAM 3640, UNEMPLOYMENT COMPENSATION FOR FEDERAL EMPLOYEES (CT:PER-527; 04-13-2005);
- 3 FAM 3650, DEATH BENEFITS FOR DEATH IN THE PERFORMANCE OF DUTY (TL:PER-588; 08-01-2006);
- 3 FAM 3720, REST AND RECUPERATION (R&R) TRAVEL (CT:PER-614; 07-29-2009);
- 3 FAM 3730, VISITATION TRAVEL (CT:PER-566; 09-22-2005);
- 3 FAM 3740, EMERGENCY VISITATION TRAVEL (EVT) (CT:PER-630; 11-18-2010);
- 3 FAM 3750, TRAVEL OF CHILDREN OF SEPARATED FAMILIES (CT:PER-628; 08-18-2010);
- 3 FAM 3820, STUDENT LOAN REPAYMENT PROGRAM (SLRP) (CT:PER-603; 05-20-2008);
- 3 FAM 3840, PROFESSIONAL LIABILITY INSURANCE (PLI) (CT:PER-550; 06-21-2005);
- 3 FAM 3850, BICYCLE TRANSPORTATION REIMBURSEMENT PROGRAM (CT:PER-638; 05-26-2011);
- 3 FAM 4110, GENERAL INFORMATION (TL:PER-269; 6-30-95);
- 3 FAM 4130, STANDARDS FOR APPOINTMENT AND CONTINUED EMPLOYMENT (CT:PER-673; 04-27-2012);
- 3 FAM 4140, GUIDELINES FOR PERSONNEL TAKEN HOSTAGE (TL:PER-303; 11-08-1995);
- 3 FAM 4160, EMPLOYEE CONSULTATION SERVICE (TL:PER-269; 6-30-95);
- 3 FAM 4180, MEMBERS OF HOUSEHOLD (MOHS) (CT:PER-659; 11-16-2011);
- 3 FAM 4190, MARRIAGE REQUIREMENTS OF AN EMPLOYEE TO A FOREIGN NATIONAL OR TO A U.S. CITIZEN (CT:PER-608; 04-07-2009);
- 3 FAM 4210, CONDUCT OF FORMER EMPLOYEES (TL:PER-254; 4-17-95);

- 3 FAM 4300 EXHIBIT 4300, NEGOTIATED AGREEMENT (TL:PER-338; 08-19-1997);
- 3 FAM 4510, GENERAL INFORMATION (TL:PER-410; 08-02-2001);
- 3 FAM 4530, ADVERSE ACTION PROCEDURES FOR SUSPENSIONS OF OVER 14 DAYS, REMOVALS, ETC. (TL:PER-410; 08-02-2001);
- 3 FAM 4610, APPEALS OF ADVERSE ACTIONS (TL:PER-255; 04-17-1995);
- 3 FAM 4620, APPEAL OF PERFORMANCE-BASED ACTIONS (TL:PER-255; 04-17-1995);
- 3 FAM 4810, AWARDS PROGRAM—GENERAL (TL:PER-434; 01-10-2002);
- 3 FAM 4850, SUGGESTIONS (TL:PER-328; 12-03-1996);
- 3 FAM 4860, AWARDS SPONSORED BY NONGOVERNMENTAL ORGANIZATIONS (TL:PER-328; 12-03-1996);
- 3 FAM 6100 APPENDIX B, OLD 3 FAM 670, RETIREMENT (TL:PER-310; 03-01-1996);
- 3 FAM 6130, FOREIGN SERVICE RETIREMENT SYSTEMS—EMPLOYEE CONTRIBUTIONS AND DEDUCTIONS (TL:PER-424; 10-16-2001);
- 3 FAM 7140, PERSONNEL RECORDS (TL:PER-385; 05-24-2000);
- 3 FAM 7210, RECRUITMENT STANDARDS (TL:PER-237; 01-01-1995);
- 3 FAM 7220, PROCESSING FOR EMPLOYMENT (TL:PER-237; 01-01-1995);
- 3 FAM 7230, TYPES OF EMPLOYMENT (TL:PER-237; 01-01-1995);
- 3 FAM 7240, APPOINTMENT (TL:PER-467; 03-11-2003);
- 3 FAM 7250, ASSIGNMENTS, TRANSFERS, AND DETAILS (TL:PER-237; 01-01-1995);
- 3 FAM 7260, EMPLOYMENT BY PERSONAL SERVICES CONTRACT OF FOREIGN NATIONALS (HOST OR THIRD COUNTRY) (TL:PER-237; 01-01-1995);
- 3 FAM 7270, THIRD-COUNTRY NATIONAL (TCN) (TL:PER-409; 07-24-2001);
- 3 FAM 7280, PERSONNEL REPORTING (TL:PER-237; 01-01-1995);
- 3 FAM 7290, EMPLOYEE-MANAGEMENT RELATIONS (TL:PER-237; 01-01-1995);
- 3 FAM 7310, FSN COMPENSATION (GENERAL) (TL:PER-237; 01-01-1995);
- 3 FAM 7320, COMPENSATION PLANS (TL:PER-237; 01-01-1995);
- 3 FAM 7330, FSN SALARY PAYMENTS (TL:PER-237; 01-01-1995);
- 3 FAM 7340, DIRECT BENEFIT PAYMENTS (TL:PER-237; 01-01-1995);

3 FAM 7350, PREMIUM COMPENSATION (TL:PER-237; 01-01-1995);
3 FAM 7360, FURNISHING NAMES AND SALARY DATA AT REQUEST OF
HOST GOVERNMENT (TL:PER-481; 08-19-2003);
3 FAM 7370, WITHHOLDING TAXES (TL:PER-237; 01-01-1995);
3 FAM 7410, ESTABLISHMENT OF WORKWEEKS (TL:PER-237; 01-01-
1995);
3 FAM 7420, TIME AND ATTENDANCE REPORTS (TL:PER-237; 01-01-
1995);
3 FAM 7430, ANNUAL AND SICK LEAVE (TL:PER-237; 01-01-1995);
3 FAM 7440, HOLIDAYS (TL:PER-237; 01-01-1995);
3 FAM 7450, EXCUSED ABSENCES (TL:PER-237; 01-01-1995);
3 FAM 7460, LEAVE WITHOUT PAY (TL:PER-237; 01-01-1995);
3 FAM 7470, ABSENCE WITHOUT LEAVE (AWOL) (TL:PER-237; 01-01-
1995);
3 FAM 7480, LEAVE RECORDS (TL:PER-237; 01-01-1995);
3 FAM 7510, FSN POSITION CLASSIFICATION AND POSITION
MANAGEMENT (TL:PER-392; 12-30-2000);
3 FAM 7520, DELEGATION OF AUTHORITY (TL:PER-483; 08-27-2003);
3 FAM 7530, POSITION CLASSIFICATION AND MANAGEMENT
EVALUATION (TL:PER-392; 12-30-2000);
3 FAM 7540, FSN POSITION CLASSIFICATION APPEALS (TL:PER-392;
12-30-2000);
3 FAM 7550, PAY ADMINISTRATION (TL:PER-392; 12-30-2000);
3 FAM 7560, GENERAL POLICY AND AUTHORITY (TL:PER-481; 08-19-
2003);
3 FAM 7570, PROMOTIONS (TL:PER-401; 05-08-2001);
3 FAM 7580, WITHIN-GRADE INCREASES (TL:PER-392; 12-30-2000);
3 FAM 7590, DOWNGRADINGS (TL:PER-490; 12-18-2003);
3 FAM 7610, PERFORMANCE EVALUATION (TL:PER-237; 01-01-1995);
3 FAM 7620, INCENTIVE AWARDS (TL:PER-237; 01-01-1995);
3 FAM 7630, TRAINING (TL:PER-483; 08-27-2003);
3 FAM 7720, FSN EMPLOYEE DISCIPLINARY ACTIONS (TL:PER-237; 01-
01-1995);
3 FAM 7730, FSN EMPLOYEE SEPARATIONS (TL:PER-237; 01-01-1995);
3 FAM 7740, REEMPLOYMENT OF FSNS (TL:PER-237; 01-01-1995);
3 FAM 7750, CLAIMS FOR PRIVATE PERSONAL PROPERTY LOSSES
(TL:PER-237; 01-01-1995);

- 3 FAM 8100 APPENDIX A, 3 FAM 170, CONTRACTS WITH U.S. CITIZENS FOR PERSONAL SERVICE ABROAD (TL:PER-309; 12-16-1995);
3 FAM 8200 APPENDIX A, OLD 3 FAM 123, METHODS OF OVERSEAS EMPLOYMENT (CT:PER-610; 06-09-2009);
3 FAM 8310, GENERAL PROVISIONS (TL:PER-425; 10-18-2001);
3 FAM 8610, DOMESTIC STAFF EMPLOYMENT (CT:PER-627; 06-07-2010); and
3 FAM 8910, GENERAL (TL:PER-405; 06-12-2001).
2. If this issuance changed less than half the words, we formatted the changed text in *dark magenta italic*. If this issuance is new or a revision where more than half the words have changed, we did not use *dark magenta italic*. The CT line in each section shows when that section last changed.
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